**Ranvir Virk**

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(437) 267-2502

**Career Objective**

A Software Engineering Technician student, who has worked as a crossing guard and concierge, is determined to work as a security guard to utilize my training and skills in security. I possess the skills needed to follow directions, utilize common sense and good judgement, provide both a security presence and customer service-based skills, analyse risks, make appropriate judgement, and produce thorough daily shift reports on time.

**Highlights of Qualifications**

* 3 months of experience as a concierge
* 3 months experience as a crossing guard
* With an Ontario security guard license
* With First Aid and CPR certificates
* Strong interpersonal, organizational, and communication skills
* Flexible schedule (can work overnight, weekends, and holidays)
* Able to stand, sit, and walk for long periods of time, including going up and down stairs
* Keen observation and attentiveness
* Professional physical deportment and presentation
* Decision-making, reliability, common sense, and exceptional judgment

**Education**

### **SOFTWARE ENGINEERING TECHNICIAN** SEP 2022 - PRESENT

### cEntennial college

Progress Campus, Scarborough

### **DIPLOMA IN BASIC AND GRAPHICS DESIGNING** nov 2021– april 2022

### INDIGO COMPUTER INSTITUTE

Jalandhar, Punjab, India

**Work Experience**

**RESIDENTIAL SECURITY GUARD** APR 2023-PRESENT

PILLAR SECURITY

TORONTO, ON

CANADA

* Patrol and monitor residential buildings and properties to prevent theft, vandalism, and other illegal activities.
* Check security cameras and alarms for any unusual activity.
* Control access to the property by verifying identification and keeping a visitor log.
* Respond to emergency situations, such as medical or fire emergencies, and report any events to the appropriate authorities.
* Answer questions, provide directions, and provide information about the property's amenities and services to residents and guests.

**CROSSING GUARD** JAN 2023-PRESENT

TORONTO, ON

CANADA

* Assists kids to cross the street safely while going to and from school.
* Provide youngsters safe places to cross the road and serve as an example of acceptable street skills and behavior.

**CONCIERGE** NOV 2022 – FEB 2023

REGAL SECURITY

* Provide customers with solutions to their needs.
* Answers the phone and takes and distributes messages or mail and redirects calls.

**BILL MAKER** DEC 2021 – JUN 2022

DHINGRA TRADING COMPANY

Jalandhar, India

* Handling the accuracy of billing statements
* ensuring the accuracy of billing statements
* Resolving billing errors

**Certificate and Awards**

Ontario Security Guard License (LIC NO. 11381376)

Emergency First Aid with CPR C & B – Individual

Workplace Hazardous Materials Information System (WHMIS)

Occupational Health and Safety (OHSA) Certification

Accessibility for Ontarians with Disability (AODA) Certification